

Instructions for Creating an Account

You may open the auctioneer license renewal from the home page of the website: auctioneers.ky.gov
Scroll down to the bottom and click on: **Renew License/Update Information**

The auctioneer records were moved into a new database therefore the renewal process is different.

You will need to create an account with a user name and password.

On the next screen, look over to the right and click where it says **CREATE ACCOUNT**

- You will need to choose a login and password, you will need to remember these as they will be used each year going forward to renew your auctioneer license.
- Fill in Username,
- Password,
- Verify Password,
- Leave user type as Individual Access,
- Choose a security question,
- Answer to the security question goes into the space below
- Enter your name exactly as it shows in our records
- Enter your phone number
- Enter your OPID number (which was sent in an earlier memo)(if you don't have it call or email the office, please don't enter your social security number)
- When you have entered all the information: Click on Create Account

Your account is created and you may renew your auctioneer license.

If you have trouble call 502-782-0722 or email auctioneers@ky.gov for assistance.